

**The Minutes of the 484<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
March 7, 2018**

***OPEN MEETING:***

The 484<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:01 p.m. on Wednesday, March 7, 2018.

***ROLL CALL:***

Directors and Administrative Personnel – Chairperson Lynne Ruzicka conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Frank Kutilek, Treasurer Christy Gay, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present.

Secretary Mark Paul was expected to arrive late.

***PLEDGE OF ALLEGIANCE:***

Vice-Chairman Kutilek led the group in the Pledge of Allegiance.

***VISITORS AND GUESTS:***

Acknowledgement – Chairperson Ruzicka thanked everyone for attending and welcomed them to the meeting.

Public Comments – There were none.

***MINUTES:***

Approval of the 483<sup>rd</sup> Meeting Minutes from January 24, 2018 – Director Ott made a motion to approve the 483<sup>rd</sup> Meeting minutes as presented. Director Wooldridge seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

***FINANCIALS:***

January 2018 Treasurer’s Report – Treasurer Gay made a motion to approve the January 2018 Treasurer’s Report, to pay all bills, and to approve all payroll expenditures. Vice-Chairman Kutilek seconded.

(Secretary Paul arrived at 6:05 p.m.)

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Paul, “Abstain.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

Cancellation Report Summary – The Directors reviewed the report which represented January assignments. 159 accounts, from 2016 and 2017, totaling \$87,260.04, were assigned to the collection agency. The Directors reviewed the detailed report.

Secretary Paul motioned to approve the Cancellation Report Summary. Director Wooldridge seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Paul, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

**COMMUNICATIONS:**

Chief’s Comments – Chief Appleton reported the following:

He attended the State of the County.

The District’s narcotic licenses have been submitted for renewal.

The ambulance which hit a deer has been repaired and returned.

Next Wednesday, March 14<sup>th</sup>, is a work session which begins at 6:00 p.m.

Review Completed Patient Surveys – The Directors reviewed the patient surveys that were returned.

Union Business-Shop Steward, Ron Lipp – Chief Appleton informed the group that Mr. Lipp was out of town and had nothing to present.

**OLD BUSINESS:**

Retirement Services: Mr. Aaron Bockman – Chief Appleton informed the Board that Mr. Bockman was at the District and addressed about one-third of the staff. Chief Appleton said that the District is moving forward in the process to use his retirement services. Discussion ensued.

**NEW BUSINESS:**

Wagner Law Group Agreement (Mr. Ivan Schraeder) – Chief Appleton explained that Mr. Schraeder has joined a new law firm, The Wagner Law Group, and a new Services Engagement Agreement needs to be approved. There are no changes in fees charged or services provided. Mr. Bishop reviewed and approved the presented agreement.

Vice-Chairman Kutilek made a motion authorizing the Chief to execute the agreement on behalf of the District with Mr. Schraeder. Director Ott seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Paul, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

Simulation Training Manikin: Mr. Corey Golec – Chief Appleton introduced Mr. Golec, Training Coordinator.

Mr. Golec reported that the District obtained three (3) bids for a new training manikin. They were: AmbuMan (\$9,200.00); Gaumard S-1000 (\$19,285.00); and Smart Stat Simulator (\$26,499.65).

He gave an overview of the three. He then stated that the District is recommending the Gaumard S-1000 and listed the benefits of that recommendation. Discussion ensued.

Vice-Chairman Kutilek made a motion to purchase the Gaumard S-1000. Director Ott seconded.

There being no further discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Paul, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.” and Director Ott, “Yes.” The motion passed unanimously.

Retirement Plan Trustees & Training – Chief Appleton informed the Directors that Mr. Frank Foster’s opinion is that the Board is required to have the training but there wouldn’t be any penalties if they didn’t have the training. Mr. Foster and Mr. Bishop disagree, as previously stated. Chief Appleton suggested that the Board members have the training and is researching training resources for the month of May. Discussion ensued regarding the training and setting up Trustees. Deputy Chief West informed the group that Mr. Bockman can assist the District with this training.

Ordinance 2018-03 (Just Cause): “An Ordinance amending the Policy and Procedure Manual of Rock Township Ambulance District, Missouri, creating Section 3.4.1a” – Chief Appleton explained that this has been an ongoing discussion regarding officers and other employees that are not covered by the Collective Bargaining Agreement. He is asking that this be placed back into policy.

Mr. Bishop prepared the ordinance and explained that the Board may add to the ordinance or adopt it as presented. Discussion occurred.

Vice-Chairman Kutilek read, “An Ordinance amending the Policy and Procedure Manual of Rock Township Ambulance District, Missouri, creating Section 3.4.1a.”

Secretary Paul motioned to accept the first reading Ordinance 2018-03. Director Wooldridge seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Paul, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

Treasurer Gay then read, “An Ordinance amending the Policy and Procedure Manual of Rock Township Ambulance District Missouri, creating Section 3.4.1a.”

Vice-Chairman Kutilek motioned to accept the second reading of Ordinance 2018-03. Director Wooldridge seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Paul, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

Secretary Paul made a motion to adopt Ordinance 2018-03. Director Ott seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Paul, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – Chief Appleton announced the reclassification from part-time to full-time service for the following: Alexander Lynn, Timothy Conroy, Jacob Laurrell, and Ashley Denman. He also informed the Board that six (6) new part-time employees will begin orientation next week.

He then announced the following employees' full-time service anniversaries:

For January: Mr. Brandon Treiber, one (1) year; Mr. Nick Salzman, four (4) years; and Ms. Stephanie Bullock, eleven (11) years.

For February: Ms. Jennifer Ello, thirty (30) years.

In addition, Mr. Steve Wray completed his last on duty day on February 28<sup>th</sup>.

Mr. Wray, Mr. McCarthy, Mr. Salzman, Mr. DeClue, and Mr. Machisen will be honored at a pinning ceremony that will be held immediately following the March 28<sup>th</sup> Board meeting.

**NEXT MEETING:**

The next meeting of the Board will be a work session on Wednesday, March 14<sup>th</sup> at 6:00 p.m. and the next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, March 28, 2018. Both meetings will be conducted at House #4.

**EXECUTIVE SESSION:**

Chairperson Ruzicka motioned to enter closed session with a closed vote and closed record for the purpose of approval of the Executive Session Minutes from 1/24/2018, and discussion of litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Paul, "Yes."; Treasurer Gay, "Yes.";

Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

The Board left open session at 6:36 p.m.

The Board returned to open session at 6:53 p.m.

**ADJOURNMENT:**

There being no further business to come before the Board, Secretary Paul motioned to adjourn. Treasurer Gay seconded.

There being no discussion, a vote was taken, and the motion passed unanimously at 6:53

  
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**Mark Paul - Secretary of the Board**

3-28-2018  
**Dated**